

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD JUNE 11, 2013

A Regular Meeting of the Board of Directors of the Peyton Fire Protection District (referred to hereafter as "Board") was held on Tuesday, the 11th day of June, 2013, at 6:30 p.m. at the Peyton Fire Protection District Fire Station, 13665 Railroad Street, Peyton, Colorado 80831. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Leon Gomes
Patrick Palacol
William Beary
David Stoddard

Following discussion, upon motion duly made by Director Palacol, seconded by Director Beary and, upon vote, unanimously carried, the absence of Sharon Brown was excused.

Also In Attendance Were:

Charles Omdahl, Fire Chief, Peyton Fire Protection District

George Turtle; Special District Management Services, Inc.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance: Director Gomes led the Pledge of Allegiance with the Board.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Mr. Gomes noted that conflicts were filed for applicable Directors at least 72 hours prior to the meeting. Mr. Gomes also noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting.

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

Agenda: Mr. Gomes reviewed the proposed agenda for the District's Regular meeting.

Following discussion, upon motion duly made by Director Palacol, seconded by Director Beary and, upon vote, unanimously carried, the Agenda was approved.

Minutes: The Board reviewed the Minutes from the May 23, 2013 Continued Special Meeting.

Following discussion, upon motion duly made by Director Beary, seconded by Director Stoddard and, upon vote, unanimously carried, the Minutes from the May 23, 2013 Continued Special Meeting were approved, as presented.

Manager's Report: Mr. Gomes reviewed the Manager's Report dated June 11, 2013 with the Board. A copy of the report is attached hereto and is incorporated herein by this reference.

PUBLIC COMMENT

Public Comment: There was no public comment.

GUEST SPEAKER

Proposal for Eagle Scout Project: It was noted that signs for the Peyton Fire Protection District Fire Station ("Fire Station") are being donated by Colorado Spring Utilities and that the Eagle Scouts plan to install a 15-foot flagpole in front of the Fire Station. It was noted that El Paso County Parks and Leisure approved locating signs at the Vaca entrance to Homestead Park, Gollihar & Parsons and Highway 24 and Bradshaw Road. Another sign will be located at the Fire Station.

FINANCIAL MATTERS

Claims: The Board considered the approval of the payment of claims for the period ending June 11, 2013 in the amount of \$93,675.09.

Following review and discussion, upon motion duly made by Director Palacol, seconded by Director Beary and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending June 11, 2013, as presented.

Unaudited Financial Statements: Mr. Turtle distributed and reviewed with the Board the unaudited financial statements for the period ending May 31, 2013.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Stoddard, seconded by Director Palacol and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending May 31, 2013, subject to revision to the General Fund variances as discussed.

2012 Audit: Mr. Gomes reported to the Board that the preparation of the 2012 draft audit is in progress.

OFFICER REPORTS/ ANNOUNCEMENTS

Fire Chief: Chief Omdahl presented his report to the Board. A copy of the report is attached hereto and is incorporated herein by this reference.

President: There was nothing new to report.

Vice President: There was nothing new to report.

Secretary: There was nothing new to report.

Treasurer: There was nothing new to report.

Director: Due to Director Brown's absence, there was nothing new to report.

EXECUTIVE SESSION

Personnel Matters: EXECUTIVE SESSION: Pursuant to Section 24-6-402(4)(f), C.R.S., upon motion duly made by Director Stoddard, seconded by Director Palacol and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 8:38 p.m. for the purpose of discussions relating to personnel matters, all as authorized by Section 24-6-402(4)(f) C.R.S.

Furthermore, pursuant to Section 24-6-402(2)(d.5) (II)(B), C.R.S., no record will be kept of those portions of the executive session that, in the opinion of the District's attorney, constitute privileged attorney-client communication pursuant to Section 24-6-402(4)(b), C.R.S.

The Board reconvened in regular session at 8:46 p.m.

Following discussion, upon motion duly made by Director Palacol, seconded by Director Stoddard and, with Directors Gomes, Palacol and Stoddard voting "Yes" and with Director Beary abstaining, the Board authorized the District Manager to contact Legal Counsel to determine if they would store the contents of the Colorado EEOC complaint against the District. If not, documents would continue to be retained by Special District Management Services, Inc.

RECORD OF PROCEEDINGS

LEGAL MATTERS

District Bylaws: Discussion was deferred.

District Real Property Land Survey: The Board reviewed the District's Real Property Land Survey drawings. No action was taken at this time.

OPERATIONS

Water Tender No. 3661: Discussion was deferred.

Porta Tank Life System for Water Tender No. 3660: Discussion was deferred.

Requirements and Cost to Outfit Water Tender No. 3660: Chief Omdahl reported to the Board that he is awaiting proposals from possible vendors to outfit Water Tender No. 3660 to bring it into full operation.

Emergency Lighting for Water Tender Nos. 3610, 3641, and 3642: Discussion was deferred.

OTHER BUSINESS

Strategic Planning: Director Gomes reported that strategic planning facilitated by Pueblo Fire Chief, Chris Riley, was held on Tuesday, June 11, 2013 at 9:30 a.m. at the Falcon Fire Station No. 1. It was noted that a Special Meeting will be scheduled at the regular meeting location to discuss the strategic planning steps and draft document being prepared by Director Beary.

Policy Regarding Donation Use: The Board discussed the District's policy regarding donation use. Following discussion, Director Beary reported that he will draft a policy regarding the District's donation use for review at the July meeting.

Boundary Map: Discussion was deferred.

Future Agenda Items: The Board determined to discuss the following items at the July 2013 Board Meeting:

- Special District Management Services, Agreement (August 2013-December 2013)
 - Payment to the Fire & Police Pension Association of Colorado
-

RECORD OF PROCEEDINGS

ADJOURNMENT

The President adjourned the meeting as there were no others business matters before the Board.

Respectfully submitted,

By



Secretary for the Meeting

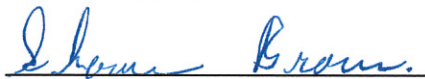
THESE MINUTES ARE APPROVED AS THE OFFICIAL JUNE 11, 2013
MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT BY THE
BOARD OF DIRECTORS SIGNING BELOW:


Leon Gomes

Patrick Palacol


William Beary


David Stoddard


Sharon Brown

PEYTON FIRE PROTECTION DISTRICT

Administrative Offices

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 • 800-741-3254
Fax: 303-987-2032
www.peytonfiredistrict.com

District Manager's Report

June 11, 2013 Regular Meeting

The Manager's Report is provided to the Board as a way of communicating the progress of pending matters, completed research, and recommendations for action items in the current agenda.

Please remember that the Board's Strategic Planning Work Session will be on Tuesday, June 11, 2013 at 9:30 AM at Falcon Fire Station 1.

Financial Matters (Section IV)

A. Review and Approve Payment of Claims

I will present the Claims List for invoices received since the May 23, 2013 Special Meeting for Board approval and the checks for Directors' signatures.

Executive Session (Section VI)

If necessary, I will update the Board on the following topic::

A. Real Estate Negotiation (§24-6-402(4) (a) C.R.S.) which is related to agenda item VII. F.; and

Legal Matters (Section VII)

A. Amend District Bylaws to Require Two Signatures on All Checks

The Board authorized Mr. Beary to develop the policy changes related to this matter.

Recommended Board Action: Direct the Secretary or District Manager to draft an amendment to the PFPD Bylaws Section 9 (j) 2 so that it reads: *All manual checks and manual bank transactions less than or equal to \$10,000 will require only one (1) signature. Manual Checks and Manual Bank Transactions above \$10,000 will require two (2) signatures.*

B. Real Property Land Survey and Potential Need to Acquire Additional Real Property

I will be meeting with Dan Kupferer of Land Development Consultants, Inc. on Thursday, June 6, 2013 to review with him the results of the land survey, and to get his recommendations on additional land acquisition and the vacating of county rights of way.

Operations and Maintenance (Section VIII)

A. Water Tender 3661

The proposal from Peak Custom Fabrication to repair the tank baffle and redirect the water inlet is included in your E-Packet.

B. Requirements to Outfit 3660 to Full Operational Status

Chief Omdahl will address this matter with the Board.

Recommended Board Action: Director Palacol will make a recommendation to the Board on this matter.

C. Porta-Tank Lift System

Director Palacol has taken the lead on this item and he will be asked to update the Board on this matter.

Recommended Board Action: Director Palacol will make a recommendation to the Board on this matter.

D. Emergency Lighting for 3610, 3641, and 3642

Chief Omdahl and I will provide our update.

Other Business (Section IX)

A. Strategic Planning

The Board will discuss any action steps resulting from the Strategic Planning Work Session.

B. Current Boundary Map

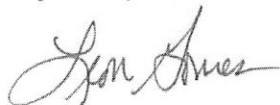
I asked Dan Kupferer at Land Development Consultants, Inc. to place a higher priority on estimating and completing the survey than on this matter. I will revisit this with him after the Board has received his completed survey.

Non-Agenda Items

New Radios: The handheld radios were returned to Digitcom Electronics. Chief Omdahl has requested that the radios be exchanged for radios that meet the needs of the District. We have not heard back from them as of this writing.

Station 1 Roof Replacement: I met with Mr. Colclasure of Sunrise Buildings on May 3, 2013 to sign the contract for the Station 1 roof replacement. This should be completed during the week of June 10, 2013.

Respectfully submitted,



Leon Gomes
District Manager for the Peyton Fire Protection District